



City of North Miami
776 NE 125 Street
North Miami, FL 33161
P: (305) 893-6511 F: (305) 895-4074
www.northmiamifl.gov

JOB SUMMARIES

Building & Minimum Housing: Under direct supervision of the Building and Minimum Housing Manager, the intern will be responsible for the in-house scanning of permit and land records to include and not limited to permit cards, plans smaller than 11x17, submittal documents, permit cancellation forms, and realty cards in accordance with established standard operating procedures. Preparation and digitization of the current documents for scanning include the removal of staples and paperclips, feeding the documents through a desktop scanner, entering essential metadata into the Laserfiche template, conducting a quality inspection of the scanned images, recycling the file folder for continued use by the office, assembling individual permit sets with a rubber band, filing permit sets in storage boxes, and filling out the destruction log for examination by the immediate supervisor. Coordination to transport the storage boxes to the off-site space may be needed. General knowledge, skills and abilities include lifting and moving storage boxes, utilizing desktop computer to launch and use software, operating scanning equipment, using a QWERTY keyboard for data entry, filing and sorting documents, deciphering document type, verifying information on hardcopy and electronically, collaborating with other employees, following instructions, and seeking assistance or clarification when uncertain about directives.

City Attorney's Office: Intern will assist with: filing, mail pick-up, opening mail, hand-delivering documents to several departments in and around City Hall, faxing, photocopying/scanning documents, updating the books (City & County codes); organizing files, preparing storage boxes and logging boxes' content in both Excel & Word. Intern must have minimum computer skills.

City Clerk's Office: Intern will assist staff and is required to have a variety of clerical skills such as, but not limited to, photocopying, scanning documents (i.e., business tax receipt applications, etc.), filing, faxing, assisting with answering phones, providing information to residents and customers when necessary, mail pickup and distribution and other related work as well.

City Manager's Office: Intern within *City Manager Office* will assist with the day to day operations. The intern will work on special projects, which include but are not limited to the following: generate City advisory board agendas, minutes, and correspondence, assist with the planning and implementation of special presentations, research grant opportunities for various departments, assist with the filing of grant applications and administrative regulations, provide routine office support such as making copies, faxing, answering phones, and preparing correspondence for mailing. Intern within *Public Information Office* will work under the direction and supervision of the Public Information Officers. Intern will have duties which include, but are not limited to the following: update contact information for print and broadcast media (ongoing), update community lists and create a user friendly database, clip newspaper and other publication articles regarding the City of North Miami, gather information for inclusion in Calendar of Events and on website, assist at special events, attend meetings, and miscellaneous tasks as necessary to operate the Public Information Office. Interns must have excellent communication and writing skills and knowledge of Microsoft Office and Internet Explorer.

Community Planning & Development: During the summer, the intern will work in all of the divisions within the Department, i.e. Planning, Zoning, Economic Development, and Sustainability. The intern will assist in a variety of clerical tasks, including but not limited to: filing, opening mail, hand-delivering documents to several departments in and around City Hall; routing plans; photocopying documents; answering & routing phone calls, greeting customers, and assisting with the coordination for meetings.



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Finance: Intern will work in various divisions of the Finance Department i.e. Utility Billing, Administration, and Pension. Interns are required to have a variety of clerical skills such as but not limited to photocopying, scanning invoices, filing, faxing, and mail pickup and distribution. Interns need to have good knowledge of business arithmetic.

Housing & Social Services: Interns will be required to answer telephone calls, greet customers, organize files, scan and upload documents to electronic folders, prepare files for archive, and hand-deliver documents to various Departments. Additionally, the intern will assist the Social Services division with various projects such as North Miami Food Pantry and other social events.

Information Technology (I.T.): Intern will assist records supervisor with transporting of records from different departments to the basement, destruction of retention met files, and storage of current records, lifting, rotating and organizing records. The intern will also perform general clerical duties such as shredding, photocopying documents, sorting interoffice mail, assisting with answering phones, and providing information to residents when necessary. A limited amount of housekeeping is required.

Library: Interns will assist with daily operations, reading coaching, programming support for special events, and summer reading programs. Students will learn to do book repair in the Reference and Technical Services Departments. Other duties encompass clerical tasks such as filing, photocopying, scanning, processing of items for circulation as well items no longer suitable for circulation, and designing posters and other artwork. Duties might also include shelving of books, audiovisual materials, helping organize special collections, taking inventory.

Museum (MOCA): Interns will work as summer camp counselors in the Creative Arts Camp. They will assist art instructors in setup and cleanup of classroom, help children complete their projects and supervise 35 children during the day. Interns **must** attend an in-service training before they begin their internship at MOCA.

Office of the Mayor & Council: Intern will be assisting staff in preparing for community workshops, town hall meetings, and events. Duties will include attending meetings, filing, answering the phone and general clerical duties such as: mail pick up and distribution, typing (good typing skills is essential), organizing office supplies and files, data entry, faxing, photocopying/scanning, and other related work as well.

Parks and Recreation: Interns will work as summer Camp Counselors in the various camps and drop-in programs. These duties may include assisting with the supervision of 50+ children during the day, setting up equipment and/or materials for recreation activities, arts and crafts and games. Minor housekeeping of the facility will be asked of interns. Interns **must** attend a camp in-service training and aquatic safety training, before they begin their internship. Intern assigned to the Parks and Recreation Administrative Office duties include customer service, answering phones, coping, and faxing, filing, scanning and miscellaneous office work.

Personnel: Intern duties are but not limited to assist in processing applicants for employment; handling employment applications and other personnel forms; assist applicants and answer inquiries about the City job vacancies over the telephone and in person; assist in administering examinations, proctoring exams; input data into computer for applicant tracking system; typing, filing and photocopying/scanning various forms and documents.



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Police Department: Interns are to assist various divisions within the Police department with clerical and customer service tasks.

Public Works: Interns will have the opportunity to gain experience in two fields of Public works Administration and Building Maintenance. The Interns that are assigned to Administration will have to perform clerical duties but not limited to filing, answering telephones, mail pick up and distribution, typing, and organizing office supplies and files. Intern assigned to the Building Maintenance duties will be but not limited to assisting the Trades Mechanics with painting demolition of office space, carpentry, painting and performing other general maintenance duties.

Purchasing: Intern will assist with general clerical duties such as photocopying/scanning, filing, faxing, mail pick-up and distribution, and other related work. Intern will review bid documents and log bids in when bid openings occur. Intern will prepare spread sheets of evaluation forms for bid folders. Computer literacy is required. Intern will assist with City surplus items and assist with procurement programs such as vendor workshops.

Risk Management: Intern will be required to perform a number of simple clerical tasks. These include but are not limited to the following: filing, answering the telephones, photocopying documents and files, tallying invoices, retrieving and processing incoming and outgoing mail, faxing, creating new case files, processing files for archiving and organizing various files and records.